

**Keene Library Annex Advisory Committee Meeting
January 8, 2014**

Present: Sally Miller, Chair, Paul Henkel, Paul Ledell, Judy Noonan, Judy Putnam, Beth Truman, Jane Pitts, Nancy Vincent, Jennifer Bone, and Jeff Titus, City Purchasing Agent.

Minutes of the December 4, 2013 meeting were approved as written.

RFQ: There was discussion about the Request for Qualifications that was presented in draft format.

Jeff reported that language will be added so that the firm selected in this phase could continue in later phases without issuing a new Request for Qualifications/Proposal if the committee wishes to stay with the firm used for the Schematic Design phase.

Judy Noonan asked if a cost for this phase was being requested as part of the RFQ. Jeff explained that in a Request for Qualifications the cost is negotiated after a firm is selected rather than presented as part of the response.

Jane Pitts asked about whether we should ask for a timeline as part of the response. Jeff suggested adding “anticipated project schedule” to the architect’s scope of work.

Jane Pitts asked about the design-build process. Jeff explained that using the design-build process can shorten the design & construction phases because one firm handles both the design and construction, and the construction phase can begin before all of the design pieces are completed.

Paul Ledell made a motion that the committee accept the RFQ as written, with the addition of “Anticipated Project Schedule” to the Architect’s Scope of Work on Page 3 and wording to be developed by the City Attorney which would allow the Committee to continue with the architect selected in this phase (Schematic Design) in later phases of work without the need for a new Request for Qualifications or Request for Proposal. Judy Noonan seconded the motion which passed unanimously.

Judy Putnam asked about how the RFQ is issued. Jeff explained that it is posted on the website as well as posted in the Keene Sentinel and emailed to contacts in a City database.

Memorandum of Understanding: The City Attorney is working on a Memorandum of Understanding to be signed by the Board of Trustees, the Friends Board, and the City. This will be discussed at the next meeting of this committee on January 15, 2014.

Fundraising: There was discussion about the fundraising process.

New Market Tax Credits: Paul Ledell and Paul Henkel have agreed to be on a sub-committee which will investigate New Market Tax Credits. They have asked Trustee Chuck Redfern to join that sub-committee.

New Hampshire Tax Credits: Beth is signed up to attend a CDFA Tax Credit workshop in Concord on February 12. Nancy, Sally & Jennifer will register as well.

Fundraising Committee: Judy Putnam and Jane Pitts will co-chair the committee. Beth suggested having Katie Gardella from Prosper Fundraising meet with the committee to talk about the fundraising process.

KLAAC Meeting Schedule:

January 15, 2014 at 11:00 a.m. – to discuss the Memorandum of Understanding
February 19 & February 26, 2014 at 11:00 – to review RFQ submittals

Paul Henkel made a motion to adjourn the meeting at 11:55 a.m. Paul Ledell seconded the motion which passed unanimously.

Respectfully submitted,

Jennifer Bone